



## Free Computer Basics Training

Goodwill Career Solutions  
937 Herman Street, Nashville, TN 37208

Tuesday, 10/9 and Tuesday, 10/30 from 10a.m. - 1 p.m.

### WHAT YOU WILL LEARN:

- Basic Computer Skills
- Keyboarding
- Internet Usage
- Email
- Online Job Search Skills

## Free 2-day Microsoft Office and Google G-Suite Training

Monday October 21<sup>st</sup> and Tuesday October 22<sup>nd</sup>  
9 a.m. to 1 p.m. Students must attend both days.

### WHAT YOU WILL LEARN:

- Microsoft Word, Excel, Google Docs, Google Sheets
- Resume Creation Skills
- Spreadsheet Skills

**PLEASE BRING A VALID ID ON THE DAY OF CLASS**

Contact Career Solutions today for more information!  
Phone: (615) 742-4151 or email [training@givegw.org](mailto:training@givegw.org)



**Career Solutions**  
*Our mission is changing lives.*